

# Washington Association of District Employees Employee of the Year

## 2006 Program Guidelines & Rules

Judges will be using these criteria and rules, listed in no particular order, to rate your nominations, please try to address each criterion in your nomination and follow the rules closely. Barring special circumstances the judges will not consider nominations that do not follow the rules.

### RULES

1. All members of WADE are eligible to be nominated for this award. Members of WADE include past and current CD employees, WACD and WSCC employees.
2. Anyone can nominate a person for this award. A person may also submit more than one nomination.
3. Nominations must consist of the nomination form and no more than one letter of support. Do not expand the nomination form beyond the four pages it currently consists of. Use the spaces provided please.
4. Nominations may be submitted by mail (postmarked by the due date), faxed, or e-mailed. Nominations must be postmarked, faxed, or e-mailed no later than 5:00 PM, April 14, 2006.
5. It is the responsibility of the nominator, CD, or nominee's supervisor to get the nominee to the award ceremony at the WADE Summer Training Workshop. Nominees and the winner may not be announced prior to the award ceremony.
6. At the discretion of the EOY Judging Committee multiple awards may be given. This may be the result of enough nominations to provide awards by categories such as type of work or due to a tie in the judging. **Judges decisions are final.**
7. At the discretion of the EOY Judging Committee no award may be given based upon no applicant's qualified for the award.
8. Judges may use personal knowledge of nominee when considering the overall ranking of nominees.
9. WADE will pay for the overall winner's registration fee for the WACD Annual Meeting and the Tuesday Evening award's banquet fee at the subsequent WACD Annual Meeting.
10. **Nominations for the 2006 Employee of the Year Award are due by 5:00 PM, April 14, 2006. Nominations must be submitted to Craig Nelson, Award Committee Chair, c/o Okanogan Conservation District, 1251 2<sup>nd</sup> Ave. South, Room 101, Okanogan, WA 98840; or by fax at (509) 422-0532; or by e-mail at [craign@okanogancd.org](mailto:craign@okanogancd.org).**

If you have questions about this award contact Craig Nelson at (509) 422-0855 or by e-mail at [craign@okanogancd.org](mailto:craign@okanogancd.org).

## **WADE Employee of the Year Judging Criteria**

- ☒ Work Relationship and effectiveness with
  - Board of Supervisors
  - Co-Workers
  - Agencies, landowners, others (0-10 points)
- ☒ Initiative, creativity, attitude (0-10 points)
- ☒ Integrity (0-10 points)
- ☒ Ability to work independently as well as cooperatively as a team member (0-10 points)
- ☒ Dedication to conservation and promoting conservation districts (0-10 points)
- ☒ Leadership skills (0-10 points)
- ☒ Creativity in program development and networking (0-10 points)
- ☒ Dependability (0-10 points)
- ☒ Quality of work (0-10 points)
- ☒ Quantity of work (0-10 points)
- ☒ Experience or involvement at state or national level (0-5 points)
- ☒ Continual professional growth and development (0-5 points)